



How to Complete a FY19 CCSD Final Performance Report For Nonprofit Organizations Awarded Arts and Culture Contracts in Fiscal Year 2019

These instructions are for each nonprofit organization (Contractor) that has completed the scope of services related to their organization's FY19 Creative Communities San Diego (CCSD) award.

QUICK START SUMMARY:

1. Read these instructions and review your organization's current contract and Exhibit A.
2. Prepare the required financial disclosures and draft responses to the narrative questions.
3. Log in to your organization's Go Smart Account at <https://sandiego.gosmart.org/>.
4. Select Current Programs/Applications on the top menu.
5. Locate the FY19 Request for Qualification, and select *Final Report- Start*.
6. Complete all required questions and upload documents.
7. Once completed select *Submit* at the end of the report.

DETAILED INSTRUCTIONS:

What financial disclosures are required?

The financial disclosures required are dependent on the total award amount received by your organization under the FY19 CCSD contract or the letter exercising the option to renew the FY18 contract. This amount is stated in Article 3.1 of the contract. If an organization has received augmented funds from the Mayor or City Council, the total award amount will be stated in the amendment to the contract. Once you know your organization's total award amount, review the following financial disclosure requirements.

What information does my organization need to complete the financial disclosures?

- FY19 request for payment forms
- Profit and loss statement for the project
- Financial statements as described below, if applicable

Additional Requirement, per Council Policy 100-03, for CCSD Contractors receiving a total amount of CCSD funds equaling \$10,000 or more:

From the Organization or the Fiscal Sponsor:

- Statement of activities (a.k.a. income statement): A statement of activities reports revenues such as contributions, program fees, membership dues, grants, investment income, and funding released from restrictions.
- Statement of financial position (a.k.a. balance sheet): A statement of financial position reports your organization's assets, liabilities and the difference in their totals.

Additional Requirement, per Council Policy 100-03, for CCSD Contractors receiving a total amount of CCSD funds equaling \$75,000 or more:

From the Organization or the Fiscal Sponsor:

Audited financial statements are required to be submitted. Audited final statements are those that have been prepared in accordance with generally accepted accounting principles (GAAP) and audited by a Certified Public Accountant, in accordance with generally accepted accounting standards (GAAS).

Contractors must submit audited financial statements within 150 days of the end of your organization's last completed fiscal year. For example, if your organization's fiscal year closes on June 30, 2019, your financial statements are due November 29, 2019.

Should the closing of your organization's fiscal year prevent you from including the required audited financial statements by the final performance report deadline, July 31, 2019, please provide your organization's fiscal year-end date.

What information does my organization need to complete the narrative questions?

Information about your project's attendance, challenges and successes.

How many examples of materials crediting the City of San Diego should be uploaded?

Your project is required to provide a minimum of one (1) and maximum of three (3) examples that show the use of the City logo and language as required by Article 5.7 of the current contract.

What format is required to upload documents?

All documents should be submitted as a PDF.

Who can I contact with questions or for technical assistance?

Contact Gail Wingfield, Senior Arts and Culture Funding Manager at gwingfield@sandiego.gov.

Substantive Questions

Financial Disclosures

1. What was your organization's FY19 CCSD total award amount? Include any augmented funds.
2. What percentage of the project's total budget came from the FY19 CCSD funds?
3. How were CCSD funds spent? Using your submitted request for payment forms, complete the table showing expenditures reimbursed with City funds.
4. Upload your project's profit and loss statement showing actuals for revenue and expenses.
5. Upload a balance sheet as of June 30, 2019, or as of the date of this final report submission, and income statement for the contract period. (If applicable)
6. Upload audited financial statements for your organization or fiscal sponsor's last completed fiscal year. (If applicable)
7. If audited financial statements are not available at the time of this report, when does your organization or fiscal sponsor's fiscal year end? Your organization's audited financial statements will be due 150 days from this date. (If applicable)

Narrative Questions

1. Project Highlights: Using both qualitative and quantitative data, share highlights including any successful collaborations or connections with the community. (1000 characters)
2. Project Challenges: What were the three biggest challenges encountered during the project? Were you able to overcome them? If so, how? If not, what would you do differently in the future? (1000 characters)
3. How many people attended your event? How did you measure attendance? Which City Council Districts benefited from your event? Please specify ZIP code(s). (250 characters)
4. During the contract period did your CCSD funded project include sustainable, or "green" practices that enhanced and benefited San Diego's economy and environment (such as use of renewable energy, zero waste, etc.)? Please describe the steps you took and the impact they had. (500 characters)
5. During the contract period, did you host the CCSD funded project, or any other event, at City facilities including libraries, recreation centers or parks? If so tell us which ones and a little about the programs/services provided and the participants in attendance. (1000 characters)
6. During the contract period, did the CCSD funded program, or other programs, have a bi-national element? Please tell us about the programs/services including locations, partners and participants. (1000 characters)

Acknowledgement

1. Attach a minimum of one (1) and a maximum of three (3) examples, in PDF format, crediting the City of San Diego in your project's promotional materials.